

The Maine Learning Technology Initiative
High School Teacher Leader Information Form
Term: September 2007 – June 2008

Teacher Leader Name: _____

School Name: _____

Phone: _____

Email: _____

Grade Level(s) Taught: _____

Content Area(s) Taught: _____

1. The MLTI Teacher Leader position is in place to help the school principal build capacity for the integration of technology to support school goals towards increasing student learning. *(Please Initial)* _____
2. The Teacher Leader must be invested in the program by responding via email to all communications for the purpose of staff development, project evaluation, and feedback to the State of Maine Department of Education and MLTI. Principals understand that they must allow time for the Teacher Leader to communicate and work with the staff through faculty meetings, team meetings, or released time at the principal's discretion. As a Teacher Leader, I am initialling below that I am indeed a certified classroom teacher. I am not eligible to receive a stipend through MLTI, if I am not certified. *(Please Initial)* _____
3. The Teacher Leader will be responsible for data collection. They will ensure surveys are filled out appropriately and in a timely manner. *(Please Initial)* _____
4. The Teacher Leader will be responsible for building a school wide noteshare portfolio. *(Please Initial)* _____
5. We understand that a stipend will not be paid if the Teacher Leader is also supporting technical positions or responsibilities (e.g. maintaining the asset manager/acting as the technical lead). *(Please Initial)* _____
6. Both the Principal and Teacher Leader, please sign this agreement:

Principal Signature

Teacher Leader Signature

Date

Date

Please refer to the reverse side of this form for the Teacher Leader Job Specifications and action items.

Upon completion, please return this form to
MLTI at the Department of Education
c/o Juanita Deschambault, 23 State House Station, Augusta, ME 04333-0023

MLTI 21st Century High School Teacher Tools and Resources Teacher Leader Job Description

Teacher leadership is critical to the successful implementation of technology use in “whole school capacity building” to increase student and educator learning. It is recommended that each school designates a “lead teacher” (a classroom teacher with influence and power) that has the respect and confidence of their own colleagues in the classroom.

The "Requisite skills" will concentrate on:

Leadership - Includes skills, knowledge, and sensitivities relevant to moderating discussion and decision-making, as well as some familiarity with different types of governance structures in schools and other organizations.

Grasp of issues in Change - Some knowledge of the history of school reform movements, managing change strategies and the prevailing resilience to change.

History of the Integration of Technology - Insight regarding issues surrounding the link of learning and technology, including some experience in discussion of controversial issues and the negative literature.

Content and Assessment - An appreciation for the richness and diversity of content accessible through technology, and the power of technology to both broaden the methods of instruction and the modes of assessment.

Data Collection - One of the responsibilities of the Teacher Leader will be to work with the principal to build the collection of artifacts from all educators in the school. At the Fall 2007 Regional Leadership Team Meetings, each school will be provided with a NoteShare notebook outline, serving as a guide to the collection of these artifacts.

In September or early October 07, an online survey must be completed by each educator who receives a MacBook. The teacher leader will assist the principal to ensure that these surveys are completed in a timely manner. The surveys will serve as baseline data. Further surveys will be collected at the end of year one, and during years 2, 3, and 4.

Other qualities: Advocate and communicate for and about the program; Vision for the use of technology in education; Change agent – risk taker.

Job Description:

- Work collaboratively with the building principal to build capacity.
- Keep project focused on teaching and learning within the context of real classrooms. The project needs to be focused on the building based teaching and learning goals. If not already determined, then the preference would be around numeracy and literacy, and 21st Century Skills.
- Act as contact person for notification of learning opportunities.
- Collect baseline data in the building including strengths, needs, challenges and local resources.
- Help staff analyze data to make decisions.
- Support colleagues by providing information, mentoring, cognitive coaching, modeling, and facilitating meetings, and problem solving around project.
- Focus on this project for a period of at least one year, including an action plan.
- Develop a culture of discussion of relevant issues - “Schools that learn are schools that talk”.
- Work with school administrators, technology coordinators, curriculum coordinators, and other school system personnel in implementing the MLTI with a sensibility to the status and needs of the teachers
- Understand the demands and constraints of being a classroom teacher. The person is able to advocate for students and staff.

Stipend:

The stipend is \$1,000.00 for the 2007-2008 school year, to be paid in two installments by the MLTI directly to the Teacher Leader. MLTI can ensure that funds will be available to support the cost of one teacher leader per school. All requirements must be met before payment will be furnished, including submission of stipend forms in December 2007 and June 2008.

Process For selection/action items:

Teachers will notify their principal with a letter that includes their interest in the position, their qualifications, and their vision for this work with MLTI. Using a collaborative model of selection to determine who best fits the role, the principal will then notify Juanita Deschambault at juanita.deschambault@maine.gov of their selection. The Teacher Leader should then complete this form, have it signed by the principal, and mailed to M.L.T.I c/o Juanita Deschambault, 23 State House Station, Augusta Maine 04333.